

## CHAPTER 7

### REPORTS

#### A. Purpose

This reporting requirement documents the survey process and results, or if conditions in an area preclude the conduct of a wage survey, the basis for the determination that a survey is not feasible and the basis used for establishing the schedules.

#### B. Requirements

The reporting requirements prescribed herein have the following Report Control Symbol: **DD-FM&P(A)1571**. Existing DoD standard data elements shall be used for all reporting requirements, in accordance with DoD Directive 5000.11 (reference (e)). Submit the following materials to the Military Departments concerned and the **ASD(FM&P)** within 60 days after changes have been approved:

1. Minutes of meetings of the joint committees.
2. Schedules of wages and implementing instructions, along with the date of the schedule being superseded.
3. A report of current fringe benefits.
4. The current exchange rate.
5. The distribution of employees paid from the schedules by grade and step.
6. Report of surveys conducted of prevailing rates and benefits, consisting of the following:
  - a. Brief narrative of the survey including the geographical scope.
  - b. List of participating and nonparticipating firms by type of industry, and the reasons for nonparticipation.
  - c. Survey job descriptions.
  - d. Pay and benefit survey **data**:
    - (1) Usable data listed by company and survey job.
    - (2) Excluded data and the reasons for exclusion.
    - (3) Data analysis summaries.
  - e. Considered and selected trend lines and supporting survey data, along with a rationale for each trend line selected.
  - f. Explanation of schedule derivation and construction.

**g. Summary of** the method used to meet the average-to-average policy requirement.

h. Summary of the total compensation comparability method used and the **annual** dollar amount and percent of payroll that the value of the U.S. Forces compensation plan differs from that of the surveyed companies' compensation plans. Include a plan for dealing with significant TCC differences.